

Trial Balance by Fund
Created on Thursday, September 24, 2009

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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Trial Balance by Fund

Trial Balance by Fund Overview

This report provides summary totals by account number for a specific fund or range of funds. If running for fund 10000 or 40000, add business unit, or range of business until to see information for your agency only (and to avoid excess processing time. On the Subledger tab of Processing Options, there must be an asterisk (*) in the Subledger field to see correct balances.

Trial Balance by Fund Lesson

Procedure

In this lesson you will learn how to run the Trial Balance by Fund Report.

Navigation:

We have listed two ways to navigate to the Trial Balance by Fund Report process. This lesson will be using the Accounting Agencies navigational steps.

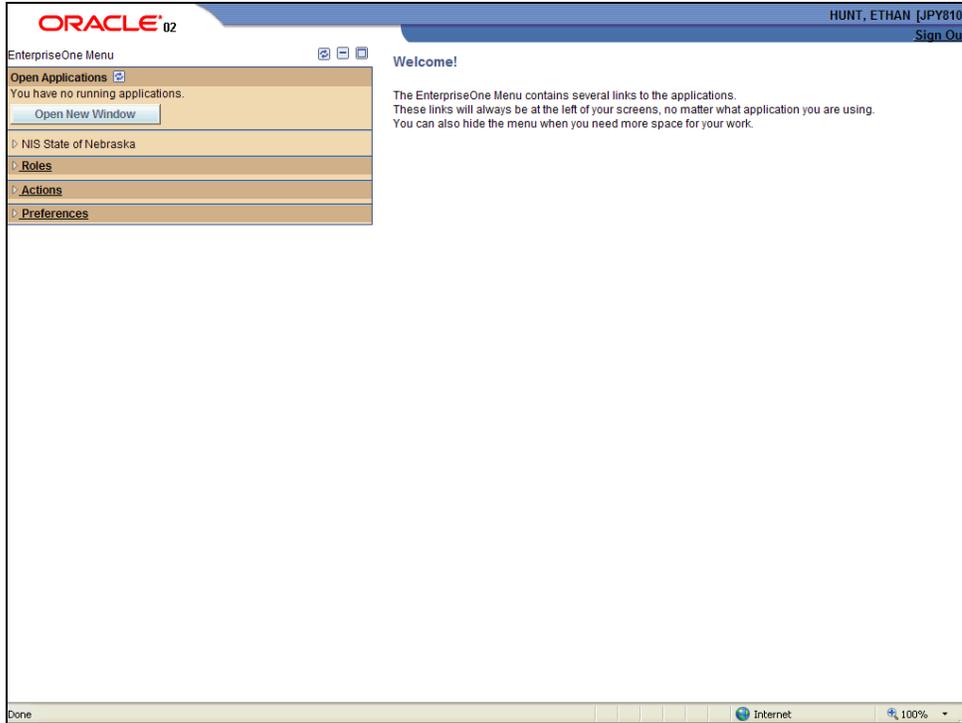
Accounting - Agencies > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Fund

or

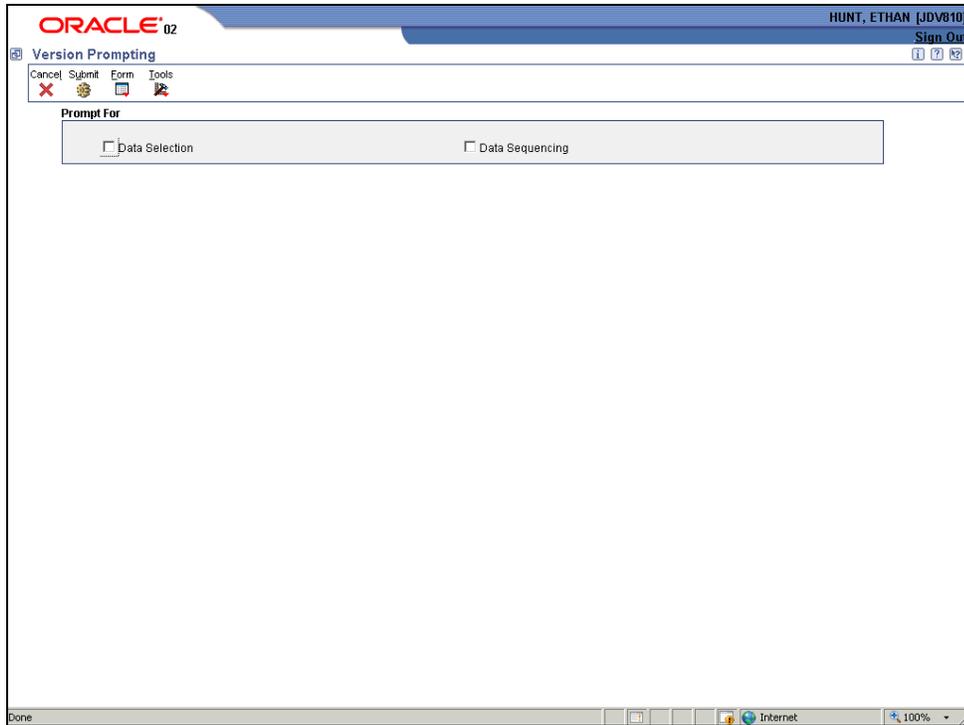
Budget - Agencies > Agency Budget Management > Inquiries & Reports > Accounting Reports > Balance Reports > Trial Balance Reports > Trial Balance by Fund

Training Guide

Trial Balance by Fund



Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Accounting - Agencies link. Accounting - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Accounting Reports link. Accounting Reports
5.	Click the Trial Balance Reports link. Trial Balance Reports
6.	Click the Trial Balance by Fund link. Trial Balance by Fund



Step	Action
7.	Click the Data Selection option. <input data-bbox="461 1129 496 1163" type="checkbox"/>
8.	Click the Submit button. 

Training Guide

Trial Balance by Fund

ORACLE 02 HUNT, ETHAN [JDV810] Sign Out

Data Selection

OK Cancel Delete Up Down

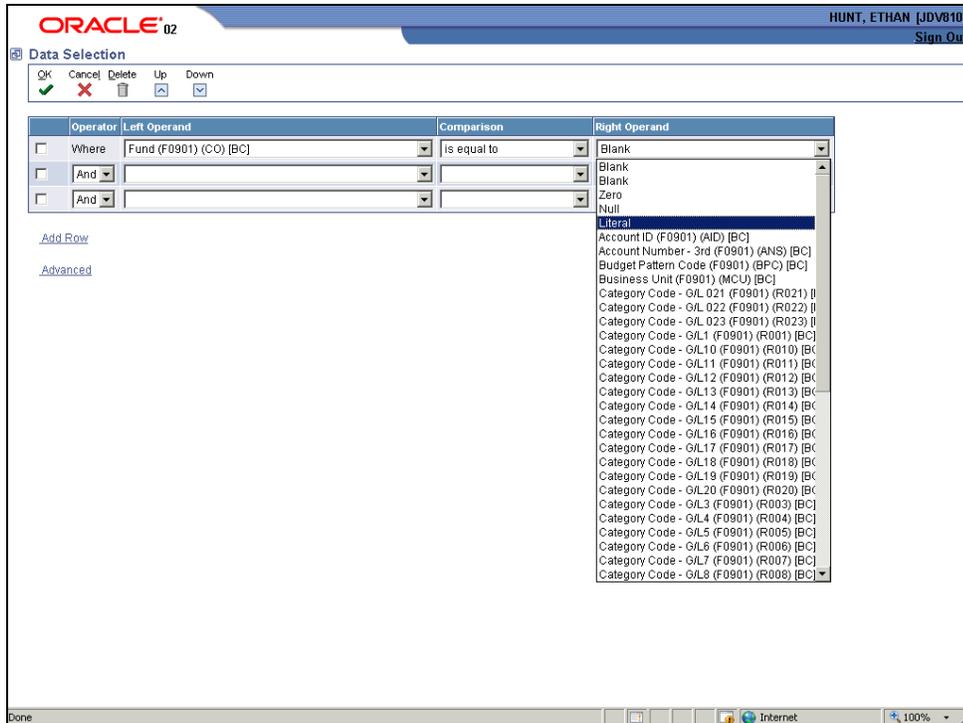
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Fund (F0901) (CO) [BC]	is equal to	Blank
<input type="checkbox"/> And			
<input type="checkbox"/> And			

[Add Row](#)

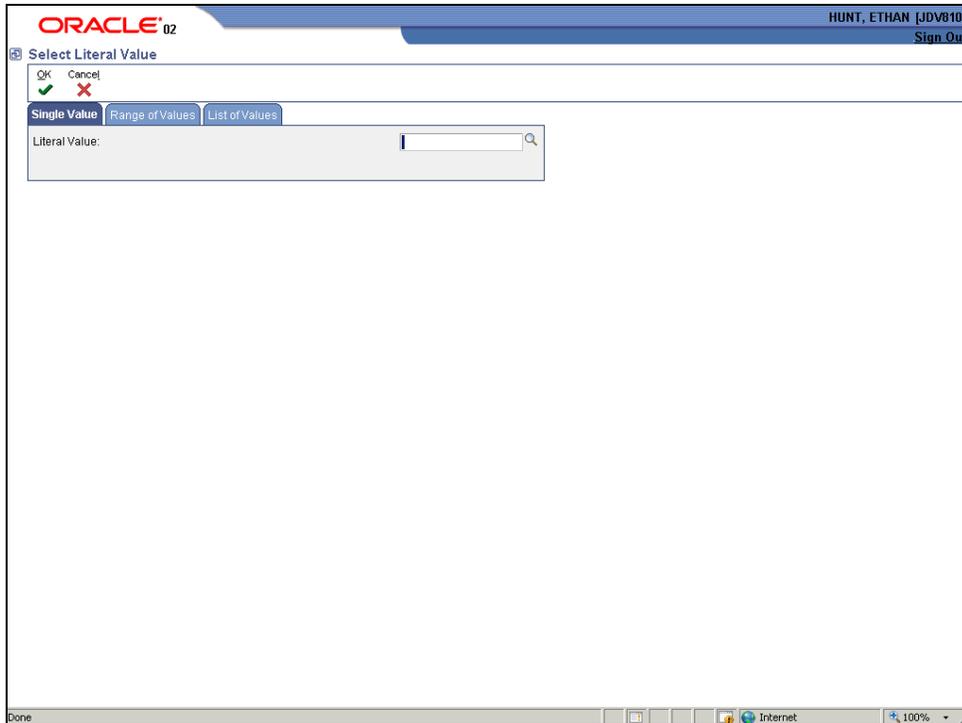
[Advanced](#)

Done

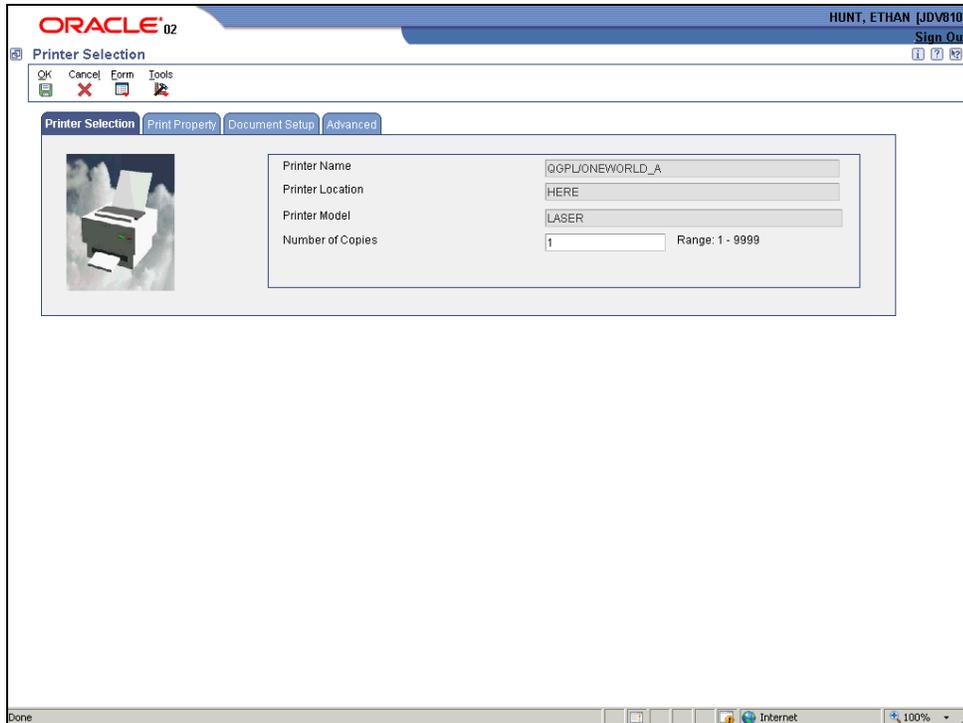
Step	Action
9.	Click the Right Operand field to bring up the drop down list in order to select the value of Literal .



Step	Action
10.	Click the Literal list item. 



Step	Action
11.	Enter the desired information into the Literal Value field.
12.	Click the OK button. <input checked="" type="checkbox"/>
13.	Click the OK button. <input checked="" type="checkbox"/>
14.	Complete the following fields: Fiscal Year - ex. Enter 6 for fiscal year beginning July 1, 2006. Period Number - ex. Enter 1 for July, 2 for August, etc.
15.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
16.	Click the OK button. 
17.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_8.1/sys_bs_cs/index.html) work instructions. You have successfully completed this lesson. End of Procedure.